



## EUROPEAN COMMISSION

### Job Description Form

Job description version1 (*Approved*)  
Job description version404445 in FPI.4.DEL.UN/IAEA/OSCE.91  
Valid from01/10/2022until

#### Job Holder

**Name**

#### Job Profile

**Position**

CONTRACT AGENT FGIV

**Job title**

Programme Officer

**Domains**

**Generic domain**

EU FOREIGN RELATIONS (excl Security and Defence)

**Intermediate domain**

**Specific domain**

**Sensitive job**

No

**Overall purpose**

In coordination with Headquarters: identification, formulation and implementation of NDICI programmes (in particular in relation to the Foreign Policy Needs Rapid Response Pillar-FPN RRP) in close coordination with EU Delegations, other EU actors such as EU Special Representatives and EU Advisory Missions as relevant, and international actors (mainly in relation to Eastern Europe and Central Asia). Provide support to other Delegations in the regions covered and work under the joint supervision of the Service for Foreign Policy Instruments (FPI) and the Heads of the concerned EU Delegations.

**Legal disclaimer**

[Users are advised to check the available list of Legal Disclaimers related to their contract type.](#)

## **Functions and duties**

### **+ POLICY COORDINATION**

- *In the geographical region and thematic area of responsibility, follow closely the policy developments and windows of opportunity in order to identify proactively the scope for new or additional NDICI interventions.*
- *Contribute to the shaping of the overall EU policy in a given geographic and thematic scope, in close cooperation EU Delegations, other EU actors such as EU Special Representatives and EU Advisory Missions as relevant, and international actors through proactive participation in related meetings, and contribution to related briefings and other documents.*
- *Where appropriate, engage with other services to help define and plan the overall EU intervention and avoid possible overlapping.*

### **+ PROGRAM / PROCESS / PROJECT MANAGEMENT**

- *Contribute to the preparation of timely, solid, and accountable programmes under NDICI, by identifying the issues to be addressed and designing the proposed actions, fulfilling the criteria of time-sensitivity, political desirability, legal eligibility, and practical and procedural feasibility.*
- *In the case of programme proposals submitted from EEAS/Commission services and EU Delegations, ensure rapid screening of proposals for time-sensitivity, political desirability, legal eligibility, and practical feasibility, and help improve proposals from these perspectives.*
- *During the preparation stage, consult and co-ordinate, in-country or in close cooperation with HQ in Brussels as appropriate, with all appropriate EU or outside actors, EU actors such as EU Special Representatives and EU Advisory Missions as relevant, and international actors, including EU Member States' local representations, lead-donors and relevant international organisations.*
- *Contribute to the screening of concept notes and assessment for quality review in line with relevant procedures.*
- *Following formal adoption of programmes, ensure efficient contracting by the relevant Authorising Officer by Subdelegation. • During the implementation period of programmes, monitor political developments and manage programmes to ensure their continued relevance in this regard; prepare any relevant amendments or extensions, and periodically review the need for additional measures.*

### **+ PROCUREMENT and CONTRACT MANAGEMENT**

- *For all new projects in the area of responsibility, ensure timely and accountable negotiation of technical and financial aspects of projects, and act as operational initiator in view of preparing the signature of contracts or award of grants, in close coordination with the implementing partners, Delegation and desks, and Unit FPI.6 "Budget, Finance, Relations with other institutions".*
- *For all ongoing contracts under direct responsibility, monitor closely, and react to implementation reports, treat or suspend payment requests, invoices, and requests for contract amendments without delay.*
- *Report and contribute as appropriate to geographic or thematic reports and documents, including the NDICI annual report and monthly notes, overview tables, the web site, different briefings, formal or informal inter-service consultations, requests from the public or the Parliament, etc*
- *Monitor programme expenditure so that claimed costs can be deemed to correspond to the work accomplished.*
- *During and after the period of implementation, supervise evaluation and audit of projects, disseminating results as appropriate. Ensure recovery, de-commitment, and regularization of finance, and all other activities of an operational project manager as may be required.*
- *Contribute to horizontal issues related to financial rules and procedures, modalities for the implementation of EU projects, as requested.*

+ PROCUREMENT and CONTRACT MANAGEMENT

- For all new projects in the area of responsibility, support the Delegation in the negotiation, preparation and signature of contracts and awards of grants, as appropriate in consultation with Unit FPI.6 "Budget, Finance, Relations with other institutions". Ensure that FPI receives copies of all contract documents
- For all ongoing contracts in the area of responsibility, ensure periodic monitoring of implementation, and, as appropriate, contribute to EU responses to implementation reports, and requests for contract amendments.
- Throughout the duration of projects, contribute for relevant geographic or thematic reports and other documents, including the NDICI annual report, monthly notes, overview tables, the web site, and different briefings, formal or informal inter-service consultations, as well as replies to requests from the public or the Parliament, etc.
- During and after the period of implementation, ensure inputs into the evaluation and audit of projects. Disseminate results as appropriate.

+ INSTITUTION REPRESENTATION and NEGOTIATION

- Participation in in-country meetings such as meetings with government interlocutors, civil society, or in donor coordination meetings and international conferences;
- Consult and support negotiations with all partners in the preparation and implementation of PI/NDICI projects, including EEAS and Commission services, Member States' services and representatives of third countries.

+ EXTERNAL COMMUNICATION (general)

- Support the unit in its Information and reply to questions from European Institutions, Member States and the general.
- Produce and disseminate best practices. Participate in exchanges of experiences.
- Provide appropriate information on the programme, before and after its adoption, to the Council and Parliament, and to the public, in coordination with the geographic services.
- Provide information for audit by Commission services or the European Court of Auditors.

**Job requirements**

**Experience"**

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:at least 5 years

Qualifier:essential

Previous experience in the EC dealing with cooperation projects required; Proven capacity to coordinate with other Commission services, EEAS and other relevant stakeholders in the field of external cooperation; Proven knowledge of EU's relations with strategic partner countries would constitute a strong advantage.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience:less than 1 year

Qualifier:an advantage

**Languages**

	Listening	Reading	Spoken interaction	Spoken production	Writing
French	B2	B2	B2	B2	B2
English	C2	C2	C2	C2	C2

## **Knowledge**

- *BUDGET, FINANCE, CONTRACTS and ACCOUNTING*  
*BUDGET and FINANCE*  
*Financial regulation and procedures*  
*PROCUREMENT and CONTRACT MANAGEMENT*  
*CONTRACT MANAGEMENT*
- *PROGRAM / PROCESS / PROJECT MANAGEMENT*  
*PROJECT MANAGEMENT*  
*Project contracts negotiation and monitoring*  
*Project monitoring methods and techniques*

## **Competences**

- *Analysing and Problem Solving*  
*Capacity to analyse and structure information*  
*Inquiring mind*  
*Numeracy*
- *Communicating*  
*Ability to communicate in meetings*  
*Ability to understand and be understood*
- *Delivering Quality and Results*  
*Ability to work in a proactive and autonomous way*  
*Quality & process management abilities*
- *Prioritising and Organising*  
*Capacity to deliver in a structured way*  
*Planning capacity*

<b>Job Environment</b>
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### **Organisational entity**

*Presentation of the entity:*

### **Job related issues**

- Atypical working hours
- Specialised Job

#### **Missions**

- Frequent, i.e. 2 or more missions / month
- Long duration, i.e. missions lasting more than a week

*Comments:*

### **Workplace, health & safety related issues**

- Noisy environment
- Physical effort / materials handling
- Work with chemicals / biological materials
- Radioprotection area
- Use of personal protective equipment
- Other

*Comments:*

**Other**

Comments: